REPORT PRINTING THROUGH DOCUMENTDIRECT

Report Display:

1. From your Windows Desktop, access DocumentDirect 2.1 by double clicking on the DocDirect Icon on your desktop. (Note: If you have Version 1.4, you will encounter problems. You must be using Version 2.1.)

2. The DocumentDirect main menu window will display. You should select File/Document Explorer or the Document Explorer icon second from the left. On the Document Explorer window, select the first item (sssinfo…TCP/IP) on the left-hand side of the window by highlighting (single click of the mouse). Select the "Locate" button at the top of the selection window.

3. The "Locate" screen will display with "Report" tab active. In the field "Report ID," type in the report ID you want to view and press the Locate button.   (Report example: AM401xxxx) If you do not enter a report number, you will get a list of all reports for your agency.

4. A screen will display requesting a Recipient ID and Password if DocumentDirect was set up to request these items. Enter your ID and Password and press the OK button.

5. On the next screen display (Report ID), you will find a drop down list. Double click on "Reports" to display a list of reports for your agency. Scroll to locate a report to view. Single click on the "+" sign to the left of the report ID you select to display the versions of the report. A version is created at the time InfoPac processes the report request. On the right hand side, the display shows the status of the report version.

6. Each report version is stored on a disk and a recall may be required. For recall, you must double click on the date field on the left-hand side of the window. A message box will display with this message: "Recall request issued. Try again later." This indicates that the recall is in progress. The recall report request will be forwarded to InfoPac to make it available. The recall may take up to several minutes.

7. Click in the OK box and you will be back where you were before. At a later time, double click on the date and the report will display.

REPORT PRINTING THROUGH DOCUMENTDIRECT

Viewing Reports:

1. Select a report to view by double clicking on the report selection. If the columns do not line up correctly, you will need to change the font to a fixed pitch font. An example of fixed pitch font is Courier New. From the Main Menu, select Options/Preferences and select the Text Viewing tab. Choose the "Change Font" button and make your font and size selection. To make changes effective, close the report and reopen.

2. To view pages, select the up or down icon (previous page/next page) on the icon bar.

Printing Reports:

1. To print the current page, go to the page you wish to print and select the printer icon "print current page." A single mouse click will print the selected page to desktop printer.

2. To print multiple pages, select File/Print from the drop down list box. From the Print Selection screen, select the number of copies and page(s).

3. To change the print orientation, select File/Printer Setup to change from portrait to landscape.

Notes:

- To aid in navigation through the report, at the bottom right-hand side of screen, you will see the numbering scheme of the report. Ex. Pg 1 of 14

- The "+" or "-" magnifying glass increases or decreases font size to fit report on page.

- To use the "Find" function, select the "Flashlight" icon to locate specific information within a report. This option will locate any character string within the report.

- To download report to PC, select File/Export/ASCII. Enter the PC path (file name including directory where file will be stored).

January 19, 2000